



05.02.021 Use and Retention of Credit Card Numbers

Effective Date **Version**
September 1, 2017 2017.1

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 **Approved By**
General Manager

Purpose

To provide for the use and/or retention of customer credit card numbers.

Scope

DOT Administrative Services Division Financial Services

Policy

- I. The Alaska Marine Highway System will not retain copies of credit card numbers after the transaction is complete.
 - a. Only the DOT Administrative Services Division Financial Services may retain copies of credit card numbers pursuant to the Payment Card Industry Data Security Standard (PCI DSS)¹.
- II. AMHS employees, commission or contract agents may not keep credit card numbers or receipts.
- III. The term "debit card" may be substituted for "credit card" within this policy and have the same effect and meaning.

Responsibilities

1. DOT Administrative Services Division Financial Services
 - a. Retains customer credit card numbers pursuant to PCI DSS.

Forms

None

Revision History

Supersedes CSP&P 1-12
Original Version 2017.1, September 1, 2017

References

¹ PCI Security Standards, <https://www.pcisecuritystandards.org/>